



DEFENSE LOGISTICS AGENCY
THE DEFENSE CONTRACT MANAGEMENT COMMAND
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FT. BELVOIR, VIRGINIA 22060-6221

JUL 21 1997

IN REPLY
REFER TO

AQOC

**MEMORANDUM FOR COMMANDERS, DEFENSE CONTRACT MANAGEMENT
DISTRICTS**

**SUBJECT: DCMC Memorandum No. 97- 66, Assignment of Other Transactions and Flexible
Cooperative Agreements (POLICY)**

This is a POLICY memorandum. It expires when content is included in DLAD 5000.4, Contract Management (One Book), not to exceed one year. Target Audience: All DCMC Employees.

The purpose of this memorandum is to establish a process for assignment of Other Transactions and flexible cooperative agreements to DCMC Contract Administration Offices (CAOs) for post-award administration. These instruments are a class of agreements outside of the procurement categories and are not subject to the Armed Services Procurement Act, Federal Acquisition Regulation or its supplements, or other laws and regulations specific to the procurement system.

DCMC has established four Assistance Agreement Centers at DCMCs Seattle, San Diego, Syracuse, and Atlanta to perform administration of Other Transactions entered into under the authority of 10 U.S.C. 2371, Research Projects, transactions other than contracts, grants or cooperative agreements. These include Other Transactions for prototype projects under Section 845, P.L. 103-160. Flexible cooperative agreements, which are instruments authorized by 10 U.S.C. 2358 but with some of the features of a 10 U.S.C. 2371 Other Transaction, are also covered by this policy. Procurement instruments, and standard grants and cooperative agreements, are not covered by this policy.

DCMC Seattle is designated as the lead CAO responsible for coordinating with HQ DCMC and the Districts. This includes data collection and reporting, workload and resource management, developing best practices and implementing process improvement activities within the four centers. DCMC Seattle will provide coordination with issuing offices for new award delegation assignments or reassignments of Other Transactions and flexible cooperative agreements, customer support, early CAS support for these instruments, and pre-award support services.

The post-award administration of Other Transactions and flexible cooperative agreements will be performed at one of the four centers, as determined by HQ DCMC and the lead center. Existing Other Transactions and flexible cooperative agreements currently administered by CAOs other than the four cited above will be considered for transfer to one of the four centers. Therefore, CAOs currently in receipt or currently managing these instruments are requested to contact the DCMC Seattle point of contact identified below to begin the transfer coordination process. In order to ensure that future delegations of these instruments are assigned correctly, the DoD Contract Administration Services Component Directory is being revised to add Section 10 (attached) to address the assignment of Other Transactions and flexible cooperative agreements.

The HQ DCMC point of contact is Timothy Frank, AQOC, email: tim_frank@hq.dla.mil, (703) 767-3431, FAX (703) 767-2363. The DCMC Seattle point of contact is Christina L. Kennedy, e-mail: ckennedy@seaa0.dcmdw.dla.mil, (425) 889-7336, FAX (425) 889-7254.

A handwritten signature in black ink, appearing to read 'Robert W. Drewes', with a stylized, cursive script.

ROBERT W. DREWES
Major General, USAF
Commander

Attachments

Section 10

Assignment of Other Transactions and Flexible Cooperative Agreements

This section addresses assignment of Other Transactions and flexible cooperative agreements (cooperative agreements authorized by 10 U.S.C. 2358 but with some of the features of a 10 U.S.C. 2371 Other Transaction) for field administration to DCMC. These instruments are administered within DCMC at dedicated Agreements Administration Centers located within DCMCs Seattle, Syracuse, San Diego and Atlanta.

The DCMC centers require one copy of the award instrument, modifications, invoices and financial history, Articles of Collaboration, Agreement Analysis or Negotiation Memorandum and the recipient's proposal, as applicable. The Defense Finance Accounting Service (DFAS) requires one copy of the award instrument, modifications and invoices and financial history, as applicable.

The information needed to assign these instruments is provided on the next page (i.e., Center addresses, payment office information, etc.). The distribution of assignments by center geographic coverage areas are as follows:

<u>CENTER</u>	<u>STATES</u>
DCMC Seattle	WA, AK, OR, ID, MT, WY, ND, SD, NE, CA (North of and including Lompoc)
DCMC San Diego	KS, AZ, NM, TX, OK, NV, UT, CO, HI, CA (South of Lompoc),
DCMC Syracuse	ME, NH, VT, MA, RI, CT, NY, NJ, PA, MD, DE, OH, IN, IL, WI, MN, IA, MI, District of Columbia (Includes Beltway)
DCMC Atlanta	KY, WV, TN, VA, NC, MS, AL, GA, SC, FL, MO, AR, LA, PR

The DCMC Headquarters Point of Contact is Timothy Frank, AQOC, Internet address: tim_frank@hq.dla.mil, telephone: (703) 767-3431, FAX (703) 767-2363.

Point of Contact at DCMC Seattle, Lead Center, is Christina L. Kennedy, Team Leader, Internet address: ckennedy@seaao.dcmdw.dla.mil or telephone (425) 889-7336 or FAX (425) 889-7254.

**DCMC AGREEMENT ADMINISTRATION CENTERS
DFAS PAYMENT ADMINISTRATION OFFICES
(Instrument Receipt Points)**

ADMINISTRATION OFFICE	ACO/AGO EMAIL ADDRESS, TELEPHONE, FAX	PAYMENT OFFICE
DCMC Seattle (Lead Center) ATTN: DCMDW-GWOCA Corporate Campus East 3009 112 Ave. NE, Suite 200 Bellevue, WA 98004-8019 DODAAC: S4801A CAS CODE: 514	ACO/AGO: Christina L. Kennedy Email: ckennedy@seaa0.dcmdw.dla.mil COM #: (425) 889-7336 FAX #: (425) 889-7254	DFAS Columbus Center DFAS/CO-JWB/Gateway PO Box 182251 Columbus, OH 43218-2251 DODAAC: SC1028 Payment Office Code: 10
DCMC San Diego ATTN: DCMDW-GSTB 7675 Dagget St., Suite 200 San Diego, CA 92111-2241 DODAAC: S0514A CAS CODE: 506	ACO/AGO: Jean R. Carter Email: jcarter@sndao.dcmdw.dla.mil COM #: (619) 495-7462 FAX #: (619) 495-7626	DFAS Columbus Center DFAS/CO-JWT/Santa Ana PO Box 182381 Columbus, OH 43218-2381 DODAAC: SC1006 Payment Office Code: 8
DCMC Syracuse ATTN: DCMDE-GSO 615 Erie Blvd., West Syracuse, NY 13204-2408 DODAAC: S3306A CAS CODE: 114	ACO/AGO: Phil Goettel Email: bsa6027@dcrb.dla.mil (P. Goettel) COM #: (315) 448-7870 FAX #: (315) 448-7830	DFAS Columbus Center DFAS/CO-JNB/Bunker Hill PO Box 182077 Columbus, OH 43218-2077 DODAAC: SC1016 Payment Office Code: 1
DCMC Atlanta ATTN: DCMDE-GAOG 805 Walker St., Suite 1 Marietta, GA 30060-2789 DODAAC: S1103A CAS CODE: 302	ACO/AGO: Stacy Strickland (Acting) Email: sstrickland@dcmds.dla.mil COM #: (770) 590-2055 FAX #: (770) 590-6069	DFAS Columbus Center DFAS/CO-JSA/Southeast PO Box 182225 Columbus, OH 43218-2225 DODAAC: SC1020 Payment Office Code: 4